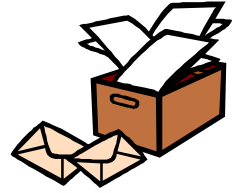# RECYCLED PRODUCTS FACT SHEET:
Recycled Printing & Writing Paper

Facts about Recycled Printing and Writing Paper

♦ All state entities are required by OCGA 50-5-60.2 to use recycled paper for 95% of their printing and writing paper purchases.
♦ Each U.S. office worker uses a stack of paper four feet high, or approximately 10,000 sheets, each year. Using 30% recycled content paper would save 25 million trees a year.
♦ High quality recycled paper is now readily available at reasonable prices.
♦ Statewide copier contract requires that all copiers are able to run recycled paper, so technicians cannot blame copier jams on recycled paper.

Key Terms

♦ **Printing & writing paper** = High grade office paper including but not limited to copier paper, bond paper, forms, stationery, envelopes, text and cover stock, as well as offset printing paper. It can be coated or uncoated.
♦ **Recovered fiber** = Includes scrap generated at mills after the end of the papermaking process; converting and printing scrap; newsstand returns and printers' overruns; obsolete inventory of mills, printers, and others; damaged stock; and postconsumer fiber.
♦ **Post-consumer fiber** = Fiber from paper that is recovered from our home and office recycled programs. Does not include newsstand returns and printers' overruns.
♦ **EPA** = U.S. Environmental Protection Agency
♦ **RMAN** = Recovered Material Advisory Notice; explains the guidelines established by the EPA.

Things to Consider When Purchasing Recycled Printing & Writing Paper

♦ Try to purchase paper containing the highest recycled content that is available to you.
♦ Recommended specification to include when purchasing printing & writing paper:

  "All paper supplied under this contract shall **meet or exceed** the recommended recycled content levels established by the U.S. Environmental Protection Agency in the latest revision of the Recovered Material Advisory Notice (RMAN)."

  Or, use the chart on the opposite page to specify a **minimum** recycled content level.

♦ Work with your graphic designer and/or printer. Different papers exhibit differences in appearance, performance, and printability. Make sure both the designer and printer agree that the paper you choose will meet your expectations.
♦ Use the Certification of Product Content Form, located in the Agency Purchasing Manual, to verify recycled content.

Recycled Printing and Writing Paper on Statewide Contract

♦ The majority of the paper offered through DOAS Surplus & Supply meet the state guidelines for recycled fiber content. Look for the recycled content symbol ( ) in the DOAS Supply Catalog. The Supply Catalog is available on the web at http://gasupply.doas.state.ga.us.

RMAN Levels for Printing and Papers

Item	Notes	Recovered Content (%)	Postconsumer Content (%)
Reprographic	Business papers such as bond, electrostatic, copy, mimeo, duplicator, and reproduction	30	30
Offset	Used for book publishing, commercial printing	30	30
Tablet	Office paper such as note pads and notebooks	30	30
Forms Bond	Bond type papers used for business forms such as continuous and computer printout, excluding carbonless		

Envelope	Wove Kraft, white and colored (including manila) Kraft, unbleached Excludes custom envelopes	30 10-20 10	30 10-20 10
Cotton Fiber	High-quality papers used for stationery, invitations, currency, ledgers, maps and other specialty items	30	30
Text and Cover	Premium papers used for cover stock, books, and stationery and matching envelopes	30	30
Supercalendered	Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines	10	10
Machine Finished groundwood	Groundwood paper used in magazines and catalogs	10	10
Papeteries	Used for invitations and greeting cards	30	30
Check Safety	Used in the manufacture of commercial and government checks	10	10
Coated	Used for annual reports, posters, brochures, and magazines. Have gloss, dull, or matte finishes.	10	10
Carbonless	Used for multiple impact copy forms	30	30
File Folders	Manila or colored	30	30
Dyed Filing Products	Used for multicolored hanging folders and wallet files	20-50	20
Index and Card Stock	Used for index cards and postcards	50	20
Pressboard	High-strength paperboard used in binders and report covers	50	20
Tags and Tickets	Used for toll and lottery tickets, licenses, and identification and tabulating cards	20-50	20